



Australian Government

Department of Education, Employment and Workplace Relations

TLIE4006A Collect, analyse and present workplace data and information

Release: 1

TLIE4006A Collect, analyse and present workplace data and information

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to collect, analyse and present workplace data and information including identifying required information, analysing and preparing information for use, explaining information, and presenting workplace information to others. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Data collection, analysis and presentation is carried out as an integral part of operations in the context of the workplace concerned.

Work is performed under general or limited supervision, generally within a team environment. It involves the application of established principles and practice to the collection, analysis and presentation of information and data as part of workplace operations.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify required information	1.1 Purpose of the information/data collection is identified 1.2 Sources of information are established 1.3 Appropriate information is collected
2 Prepare information for use	2.1 Information is collated and analysed in accordance with workplace procedures 2.2 Processed information is organised and presented in a logical manner 2.3 Checks for accuracy are made
3 Explain information	3.1 Data collection and analysis is explained to others in a way that effectively contributes to the workplace operations 3.2 Outcomes of data/information analysis are presented to others using appropriate presentation modes and resources 3.3 Questions are answered and appropriate clarifications are given
4 Present workplace information	4.1 Processed information is forwarded to appropriate personnel in accordance with workplace procedures 4.2 Processed information is collated and stored in accordance with workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Relevant procedures and duty of care requirements
- Relevant OH&S responsibilities
- Sources of information and data and procedures for processing the information for workplace use
- Protocols and procedures for the collection, analysis and presentation of workplace information and data using relevant technology
- Presentation and communication techniques including an understanding of barriers to effective communication and how to overcome them
- Basic principles of effective presentation and communication of information
- Techniques for communicating effectively with a multilingual persons or persons with a limited ability to speak or understand English
- Typical presentation and communication problems and appropriate action and solutions

Required skills:

- Communicate effectively with others when collecting, analysing and presenting workplace data and information
- Read and interpret instructions and procedures relevant to the collection, analysis and presentation of workplace data and information
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the collection, analysis and presentation of workplace data and information
- Identify and use required communication and presentation technology
- Work collaboratively with others when collecting, analysing and presenting workplace data and information
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may arise when collecting, analysing and presenting workplace data and information in accordance with regulatory requirements and workplace procedures
- Plan own work including predicting consequences and identifying improvements
- Implement contingency plans for unanticipated situations that may arise when collecting, analysing and presenting workplace data and information
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail
- Operate and adapt to differences in equipment in accordance with standard operating procedures

Evidence Guide**EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills

EVIDENCE GUIDE

Context of and specific resources for assessment	• relevant legislation and workplace procedures • other relevant aspects of the range statement • Performance is demonstrated consistently over a period of time and in a suitable range of contexts • Resources for assessment include: • a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or • access to an appropriate range of relevant operational situations in the workplace • In both real and simulated environments, access is required to: • relevant and appropriate materials and equipment, and • applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
Method of assessment	• Assessment of this unit must be undertaken by a registered training organisation • As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests • Practical assessment must occur: • through activities in an appropriately simulated environment at the registered training organisation, and/or • in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Data collection, analysis and presentation will be:	• that required for workplace operations • may occur by day or night and in a variety of work contexts
Customers may be:	• internal or external
Presentation modes may include:	• written documentation

RANGE STATEMENT

	• oral reports • group presentations using appropriate technology • completion of standard forms and checklists • routine written reporting • entry of collected/processed information into a computer • participation in workplace discussions
Presentations/communications may involve:	• English-speaking persons • multilingual staff • persons with limited ability to communicate in English
Presentation/communication problems may include:	• misunderstanding • limited ability of others to communicate in English • noisy environments or communications channels • illegible writing or print • use of non-standard vocabulary • incorrect assumption that information has been received and/or correctly understood
Depending on workplace context, consultative processes may involve	• managers • supervisors/team leaders • workplace personnel • clients • private and/or public sector security personnel • police • security consultants • visitors • contractors • official representatives • union representatives • industrial relations • OH&S specialists • other professional or technical staff
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	• company procedures • enterprise procedures • organisational procedures • established procedures
Presentation/communication may involve the use of a range of technology, including:	• phone • electronic data interchange • fax • email • internet • radio

RANGE STATEMENT

Information/documentation may include:

- overhead or computer controlled projector
- plain or electronic white board
- flip charts
- microphone and amplifier
- video player and monitor
- workplace procedures, checklists and instructions
- operations manuals
- induction documentation
- competency standards and training materials
- job specifications
- manufacturers specifications
- HAZCHEM and dangerous/hazardous goods codes
- goods identification numbers and codes
- manifests, bar codes, goods and container identification
- manufacturers specifications
- workplace policies
- supplier and/or client instructions
- material safety data sheets
- relevant codes of practice including the national standards for manual handling and the industry safety code
- legislation, regulations and related documentation
- award, enterprise bargaining agreement, other industrial arrangements
- standards and certification requirements
- quality assurance procedures
- emergency procedures

Applicable regulations and legislation may include:

- relevant regulations, standards and codes of practice, including the national standards for manual handling and industry safety codes
- dangerous goods and freight regulations and codes
- relevant Australian and state/territory standards and certification requirements
- relevant Australian and state/territory OH&S legislation
- equal employment legislation and related policies
- environmental protection regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

E - Communication and Calculation